



# CONTINUOUS OPEN EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS FOOD SERVICE SUPERVISOR I

[www.dsh.ca.gov](http://www.dsh.ca.gov)

The Department of State Hospitals is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age, religion, marital status, national origin, ancestry, disability, medical condition, political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**EXAMINATION TYPE**

This is an open spot for the Department of State Hospitals. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

**HOW TO APPLY**

**PLEASE SUBMIT BOTH, AN EXAMINATION AND/OR EMPLOYMENT APPLICATION (STD. 678) FORM AND TRAINING AND EXPERIENCE ASSESSMENT TO THE ADDRESS INDICATED BELOW.**

**DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

**NOTE:** All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

**WHERE TO APPLY**

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**DEPARTMENT OF STATE HOSPITALS  
SELECTION SERVICES UNIT  
1600 9<sup>TH</sup> STREET, ROOM 121  
SACRAMENTO, CA 95814  
(916) 651-8832**

**California Relay for the hearing impaired:**

From a TDD Phone (800) 735-2929  
From a Voice Phone (800) 735-2922

**EXAMINATION  
ELIGIBILITY LIMITATION**

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of State Hospitals - Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, or Vacaville within the last 12 months, you are not eligible to compete in this examination.

**FINAL FILE DATE**

**Continuous Testing – No Final File Date.** Testing is considered continuous as dates can be set at any time.

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

**IDENTIFICATION  
REQUIRED**

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**SALARY RANGE**

Range S: \$2,522 - \$3,157\*

\*Salary reflects the 2% increase effective 7/1/2014.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

**NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.**

**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

One year of experience performing the duties of a Food Service Worker II in the California state service.

**Or II**

Two years of experience performing the duties of a Food Service Worker I in the California state service.

**Or III**

**Experience:** Three years of experience in the distribution and service of foods in large quantity including the cleaning and maintaining of equipment and work areas. One year of this experience must have been in a supervisory capacity including responsibility for the training and assignment of food service employees. **And**

**Education:** Equivalent to completion of the eighth grade.

**SPECIAL PERSONAL  
CHARACTERISTICS**

Personal cleanliness; and freedom from communicable diseases.

**POSITION DESCRIPTION**

Under direction, in a large dining area of a State institution, to supervise and instruct employees and helpers from the resident population engaged in serving meals and cleaning and maintaining work areas, equipment, and utensils; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.

**POSITION LOCATION(S)**

Atascadero, Coalinga, Metropolitan, Napa, and Patton.

**EXAMINATION  
INFORMATION**

**This examination will consist of a Training and Experience examination – Weighted 100%**

**[CLICK HERE](#) FOR THE TRAINING AND EXPERIENCE ASSESMENT.**

**The examination will consist solely of a Training and Experience Examination. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Examination process.**

**EXAMINATION SCOPE****Knowledge of:**

1. Arrangement and operation of dining areas and food service counters.
2. Various types of dining room and serving utensils and equipment and their uses.
3. Appropriate cleaning and preserving materials and their use in the maintenance of dining room utensils and work areas.
4. Dining room sanitation and safety measures.
5. Effective personnel practices.
6. Operation of food control program.
7. General pantry operations.

**Ability to:**

1. Plan, organize, direct and evaluate the work of others.
2. Plan and conduct in-service training programs.
3. Analyze situations accurately and adopt an effective course of action.
4. Keep records and prepare reports.
5. Read and follow serving instruction for therapeutic diets.

**ELIGIBLE LIST  
INFORMATION**

A Departmental open eligible list will be established for the Department of State Hospitals-Atascadero, Coalinga, Metropolitan, Napa, and Patton. The eligible list will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, and Patton only. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS'  
PREFERENCE**

Veterans' preference will be granted in this examination.

**GENERAL INFORMATION**

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

**If a competitor's notice of oral interview** or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

**Examination and/or Employment Application (STD. 678) forms are available** at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at [www.calhr.ca.gov](http://www.calhr.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

**The Department of State Hospitals** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811)

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**DEPARTMENT OF STATE HOSPITALS**

Selection Services Unit  
1600 9<sup>th</sup> Street, Room 121  
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
From TDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922